

Town of La Ronge Community Services Department

Permit for use of the Mel Hegland Uniplex

On presentation of this permit to the supervisor-in-charge of the Mel Hegland Uniplex, permission is hereby granted to _____

For the use of:

Arena surface – \$400 Summer Rates

Wolves Den – \$175 Summer Rates & \$20 Hourly Winter Rates

Curling surface – \$300 Summer Rates

Hogline Lounge – \$175 Summer Rates, (\$150 Winter Day Rates & \$20 Hourly Rate)

Concession – \$100 Summer Rates Only

Full Stage Rental- \$400

¼ Stage Rental - \$200

on (dates) _____

at the rate of ___\$_____ with a damage/cleaning deposit of ___\$_____

- Damage/Cleaning deposit is equal to the amount of rent.
- Damage/Cleaning deposit is refundable only after the facility is satisfactorily cleaned and if any damage has been repaired

Permit issued to:

Name _____

Address _____

Telephone numbers (home) _____ (business) _____

(cell) _____

Name of additional contacts:

Name _____ Phone _____

Name _____ Phone _____

Receipt No. _____

Conditions for Uniplex rental

1. All the accompanying forms must be read and signed that their terms are agreed to.
2. Payment for the use of the facility as well as the damage deposit must be received at least 10 business days in advance of the date for which the permit is issued.
3. The Town of La Ronge reserves the right to cancel this permit for any infraction of the rules and regulations under which this permit is issued.
4. Where applicable the organization given permission to use the Uniplex must assume responsibility for damage to grounds, equipment, buildings, etc. during the allotted period.
5. Permit is only good for the days and times as stated in this document.

Mel Hegland Uniplex Rental
Equipment and Special Request Form

***Uniplex equipment requested:** (The more information given to us ahead of time, the better prepared we can make your rental experience.) Please let us know what equipment you will require for your set up and take down.*

- Number of Chairs you require?(there are approx. 300 chairs available - cloth chairs ONLY to be used in Hogline Lounge & Wolves Den)

- Number of Tables you require?(approx. 22 wooden - outside use & 75 plastic tables - inside use ONLY)

- Wooden Stage over Players Boxes? (mostly used for graduations)

- Scaffolding?

- Ladders? (sizes available 16ft, 12ft, 08ft, 04ft)

- Electrical Panel (\$300 damage deposit required for outside of the building useage)

We request the above for the date of: _____

Please list the dates & times you require the facility to be opened and closed:

MONDAY:	OPEN -	CLOSE -
TUESDAY:	OPEN -	CLOSE -
WEDNESDAY:	OPEN -	CLOSE -
THURSDAY:	OPEN -	CLOSE -
FRIDAY:	OPEN -	CLOSE -
SATURDAY:	OPEN -	CLOSE -
SUNDAY:	OPEN -	CLOSE -

Print & Sign: _____ **Date:** _____

Staff witness: _____

Mel Hegland Uniplex Rental

Cleaning List

- Cleaning done to satisfaction shall include
 1. Tables and chairs restored to their regular storage stacked in proper numbers on proper carts if applicable.
 2. Floors swept and if required mopped or spot-mopped
 3. Garbage containers emptied and placed in proper outside bins
 4. Bathrooms cleaned if applicable and this shall include: Floors swept and mopped as required, all debris picked up and counters, sinks and toilets washed if sullied beyond the realm of normal use.
 5. All equipment not belonging to the Uniplex i.e. tables, chairs, stage, lighting etc. must be removed from the Uniplex (unless special arrangement are made with next user group, and Uniplex Staff **is assured** by named contact person of the next user group that they will be responsible for removal)
 6. Uniplex Grounds cleared of litter generated by the event and patrons of the event
 7. All decorations removed and all surfaces cleared of fastening material
 8. All event signage removed from building and grounds, and all surfaces cleared of fastening material
 9. Not only the area named but also all other affected areas must be cleaned
 10. Named contact person goes through rented facility with proper Uniplex personnel, and agreement is reached on satisfaction.

These terms are agreed to

Name: _____

Signature: _____

Town witness: _____

Cleaning completed to satisfaction

Signature: _____

Town witness: _____

Mel Hegland Uniplex Rental Conditions of Rental

- **Damage and cleaning deposit** will be paid to the Town prior to the event. This deposit is refundable **only** if there is no damage and cleaning is completed to satisfaction in the time agreed upon.
- If there is damage the Town will see to the repairs and the cost (material & labor) will be deducted from the deposit.
- Clean up is to be done immediately following the event.
- The cleaning form is to be read and signed pre event with a time for cleanup completion to be named.
- If the cleaning is not satisfactorily completed in the specified time, the Uniplex staff will do the cleaning and the cost will be deducted from the deposit.
- A rental agreement must be signed for each individual occasion in the Uniplex.
- Arrangements may be made for setting up prior to the event (for a fee) depending on facility availability.
- Arrangements may be made to use Uniplex staff (for a fee) for set up and clean up, depending on availability.
- All event signage in the Uniplex or on Uniplex grounds must meet Uniplex guidelines and be placed in approved positions in an approved manner and must be removed immediately following the event.
- **Use of Uniplex equipment is included in the Facility rental fee, but must be requested on the attached form and may depend on availability.**
- Our staff will be available within reason to answer questions, help locate equipment, and services, and to open and close at agreed upon times.
- The Uniplex will supply cleaning supplies (included in rental fee) such as brooms, mops, garbage bags, etc. Our mechanical equipment (auto scrubber, Vacuum cleaner etc.) will not be available to the general public.
- **Liquor is absolutely forbidden on Uniplex premises unless an approved liquor permit is obtained from the Saskatchewan Liquor Board by the named renter on this agreement.**

- **The renting organization is responsible for obtaining all necessary permits (i.e. liquor & insurance) If a liquor permit is obtained the renting organization is responsible for purchasing a minimum of 2 million dollar liability insurance and presenting proof of the insurance to the Town of La Ronge 10 business days in advance of the event to be held.**
- All beverages must be served in plastic containers or cans (NO GLASS) on arena surfaces.
- Rental Fee for the facility may be waived at the discretion of the Community Services Board however the Damage/Cleaning deposit must be paid.
- The Organization given permission to use the Uniplex must assume responsibility not only for the orderly conduct of its own members, but also in so far as possible, for the general good conduct of those in the area
- The Town of La Ronge and the Mel Hegland Uniplex will do their utmost to ensure that the Facility meets all your electrical needs but is not responsible for unforeseen equipment failure either on Uniplex premises or on the SaskPower grid.
- The Town reserves the right to refuse any applications based on past experience.

I hereby acknowledge that I have read the above and agree to comply with the terms and conditions stated therein.

Printed Name _____

Signature _____

Town Employee Witness (printed name & signature)_____